Evaluation of the External Review Process of Higher Education Institutions

Code 1:2 - Evaluation of Team Leader

Introduction:

Within the framework of its internal quality assurance systems, the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) seeks to evaluate all its activities. This includes visits, reviewer's performance and reports. NAQAAE has prepared a set of evaluation forms to gather and analyze feedback in order to continuously develop and improve performance.

Organization Name (College/Institution):	
University / Academy:	
Type and date of review:	
Review Team:	1. …………………………….... (Leader) 2. ……………………………... 3. …………………………….. 4. ……………………………... 5. ……………………………...
Name of the Faculty Coordinator	

Instructions for completing the form

1. This form is completed by the team member.
2. Your ratings on each of the evaluation elements relating to the performance of the review team member are determined using the following scale:

Fully applicable: All elements of the item are realized
Applicable in most situations: Most of the components of the item are realized
Not applicable in most situations: Most elements of the item are not realized
Not applicable: All elements of the item are not realized

3.If an element is evaluated (not applicable at all), the reasons for that should be stated in the section entitled "Additional Comments / Justifications".

#	Assessment element	Scale			
		Fully applicable 4	Applicable in most situations 3	Not applicable in most situations 2	Never applicable 1
1.	Has leadership qualities				
2.	Commitment to university traditions and proper appearance				
3.	Commitment to specific role and time frame for each task				
4.	Distributing tasks to team members after their consultation				
5.	Consulting team members about the schedule and shows flexibility according to the visit flow				
6.	Dealing respectfully with team members, the institution and the place of residence				
7.	Good time management				
8.	Not conducting him/herself as an inspector				
9.	Controlling reactions to negative and positive practices (emotional stability).				
10.	Commitment to visit schedule and monitoring all logistic details				
11.	Using NAQAAE tools and templates				
12.	Allowing time space for team members to address their required inquires				
13.	Being careful not to copy any documents belonging to the institution except for necessity and to see them on campus only.				
14.	Being careful not to provide any impressions on the recommendation of the panel.				
15.	Respect for neutrality in evaluation decisions				
16.	Positive participation with team members in reviewing the final report and consultation to reach consensus				
17.	Cooperation with team members throughout the whole evaluation process				

18.	Sending and uploading final report to team members and NAQAAE IT system				
19.	Maintain the confidentiality of the institution's information				

Additional comments / justifications

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Name of the evaluating team member:

Name of the Team Leader:

Signature:

Date: